

~~SECRETARY TO THE~~

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1. PERSONNEL OFFICER RESPONSIBILITIES (12th line)

a. The Personnel Officer is responsible for performing the following functions with respect to procurement, processing, position classification and termination of personnel:

- (1) Maintaining a current record of authorized vacancies and approved requisitions;
- (2) Establishing priorities for recruitment on an agency-wide basis;
- (3) Maintaining constant contact with potential recruitment sources;
- (4) Contracting and negotiating with individual applicants for employment;
- (5) Coordinating with Inspection and Security in connection with initiating and expediting security clearances for prospective employees;
- (6) Approving personnel actions:
 - (a) Final authority is delegated to the Personnel Officer to approve actions for grades PS, GS-12, and below.
 - (b) Authority to approve actions for grades GS-13, 1-6, and above shall remain with the Executive.
- (7) Classification and allocation of positions to appropriate occupation, grade and class, and for determining rates of pay applicable to positions not subject to the provisions of the Classification Act;
- (8) Processing all personnel actions including appointments, intra-agency transfers, promotions, demotions, within-grade promotions, and separations;
- (9) Providing an employee relations program to protect and stimulate employee interest and to serve as a medium for management-employee relationships.

(11 lines)

~~CONFIDENTIAL~~

(2 lines)